

Irwin Borough Application for
424 Main Street, Irwin, PA 15642 724-864-3100
www.irwinborough.org

1. Sign Permit Request

Permanent Sign Temporary Sign Sandwich Board

Temporary Dates: _____ to _____

2. Property Information

Applicant _____

Address of Sign Site _____

Applicant's Telephone No. _____

MUST BE COMPLETED

3. Identification Information

Name	Address	TELEPHONE
Contractor _____	_____	_____

4. Application Checklist

	Yes	No	N/A
A. General Liability Insurance and Workman's Compensation certificate (Submitted with every application & Irwin Borough must be named as a certificate holder).....	_____	_____	_____
B. Certificate of Exemption for Contractor with no employees.....	_____	_____	_____
C. Sign DETAILED Drawings- 2 Paper Copies	_____	_____	_____
D. Survey with location of proposed or signs added	_____	_____	_____

5. Project Information

- A. _____ Cost of Construction
- B. _____ Total Square Footage of all signs
- C. _____ Footer Course in Width and Thickness
- D. _____ Depth of Excavation
- E. _____ Height of pole sign

6. I, _____, PRINT NAME attest that all information provided by me in this application is correct and true to the best of my knowledge.

7. Signature: _____ Date _____

This section is to be completed by the Building/Zoning Officer

Parcel Tax ID # _____ Ward _____ Property Zoning Class _____ Permit Scanned _____

Permit Fee\$ _____ Check # _____ Date Paid _____ / Fee in Lieu\$ _____ Check # _____ Date Paid _____

Date: _____ Approved _____ Denied _____ Reason for Denial _____

Permit # _____ ZHB Approval: Yes _____ Not Applicable _____

 Building Official/Zoning Officer

SUCCESSFUL APPLICATION APPROVAL

A complete packet must be submitted for review.

*Construction may begin once an approved permit has been paid for
and permit card is displayed on project site.*

Building Permit Application Packet

- 1) Application form completed
- 2) Detailed project drawings
 - a. Footer design – show depth and reinforcement
 - b. Foundation plan
 - c. Framing detail – show size, spacing of studs, floor joist and roof rafters
 - d. Support beams – size and length, location of support for the beam
 - e. Materials to be used as exterior finish – brick, siding, wood or stone
- 3) Survey of property and where new structure will be located
 - a. This survey can be the survey obtained when property was purchased
 - b. Set back measurements from the front right of way, and the side property lines shown

Sign Permit

- 1) Completed application form accompanied by a picture of desired sign with dimensions and square footage listed

Commercial & Home Occupancy

- 1) Application form completed
- 2) A final inspection of business site must be done before an occupancy certificate can be issued and business can begin

Demolition Permit

- 1) Application form completed with square footage of demolition project listed including basement & attached garages
- 2) Neighboring properties must be protected (silt fence, etc.)
- 3) Submit proof of all utility shut-offs
- 4) Cement slabs must be broken on demolition site
- 5) Decomposable materials are not permitted to be buried on site
- 6) Before backfilling the township building inspector must do a final inspection of sewer cap
- 7) Final inspection requires grading, seeding and mulch be in place
- 8) Clean fill may be utilized on site (brick/block)

Transient Permit

- 1) Completed application form
 - a. 90 day permit

Borough of Irwin
PLANNING AND ZONING DEPARTMENT
REQUIRED INSPECTIONS
724-864-3100

24 HOUR NOTICE IS REQUIRED PRIOR TO SCHEDULING OF ANY INSPECTION!

- A. **FOOTER INSPECTION -** Footer inspection made after caissons have been drilled or trenches cut and/or forms erected and required reinforcing steel is in place, **AND PRIOR TO PERMIT HOLDER SCHEDULING CONCRETE FOR THIS SITE.**

- B. **FOUNDATION INSPECTION –** made after foundation is completed, French-drain is installed, damp-proofing is applied and treated top plate is bolted or strapped in place.

- C. When the construction involves a **STRESSED /ELEVATED CONCRETE FLOOR OR DECK**, the inspection must be made when the forms are in place and reinforcing steel is in position.

- D. **ELECTRICAL – which shall be performed by an agency acceptable to the Township and the electrical utility company supplying the power. (Allegheny Power, West Penn Power)**

- E. **STRUCTURAL FRAMING, PLUMBING, MECHANICAL, AND ROUGH INSPECTION:** When all structural framing is completed and prior to insulation and covering of wall, and the electrical system has been inspected as specified as above.

- F. **DOWNSPOUT AND RAIN LEADERS** to their point of termination.

- G. **FINAL INSPECTION** made after building is completed, final electrical inspection verified and structure is made ready for occupancy.